

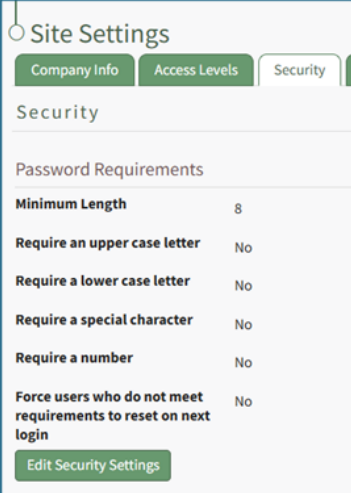
Understanding KAStack's Password and Username Requirements

The default settings in KAStack require passwords to be a minimum of 8 characters. By default, a temporary password is entered for a new user, who is required to update their password at initial login. Individuals with an Admin access level can alter password requirements by going to the Security Tab of the Site Setting Module.

All passwords created through an import of information will be designated as temporary.

How To: Edit Password Requirements

To edit password requirements, open the Security Tab in the Site Settings Module. The current settings will show before changes are made.



The screenshot shows the 'Site Settings' interface with the 'Security' tab selected. Under the 'Security' heading, there is a section for 'Password Requirements' with the following settings:

Requirement	Value
Minimum Length	8
Require an upper case letter	No
Require a lower case letter	No
Require a special character	No
Require a number	No
Force users who do not meet requirements to reset on next login	No

At the bottom of the section is a green button labeled 'Edit Security Settings'.

Select the "Edit Security Settings" button, opening an editable Password Requirements Page.

The screenshot shows the 'Site Settings' interface with the 'Security' tab selected. Under the 'Password Requirements' section, the 'Minimum Length' is set to 8. The checkboxes for 'Require an upper case letter', 'Require a lower case letter', 'Require a special character', 'Require a number', and 'Force users who do not meet requirements to reset on next login' are all currently unchecked. 'Save' and 'Cancel' buttons are visible at the bottom.

Input a whole number as your preferred minimum length requirement into the textbox.

Select the appropriate checkboxes to require users to have an uppercase letter, lowercase letter, special character, and/or number in the password.

Selecting the “Force users who do not meet requirements to reset on next login” checkbox will require any existing users whose password is no longer compliant to reset their password when they attempt to login next.

New users will be forced to meet the requirements when they login for the first time / register their account.

This screenshot shows the same 'Site Settings' interface, but with the checkboxes for 'Require an upper case letter', 'Require a lower case letter', and 'Require a number' now checked. The other settings remain the same as in the previous screenshot.

Click “Cancel” to return to the Security Tab without making any changes.

Select the “Save” button and return to the Security Tab. The changes made and saved are now reflected on the Security Tab.

Username can only include alphabetical lowercase letters, numbers, hyphens (-), underscores (_), periods (.), or "at" signs (@). No other special characters or spaces are permitted, and usernames cannot start with an underscore.

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